Section 15.5 PARAMS MENU
System Tables
Calendar

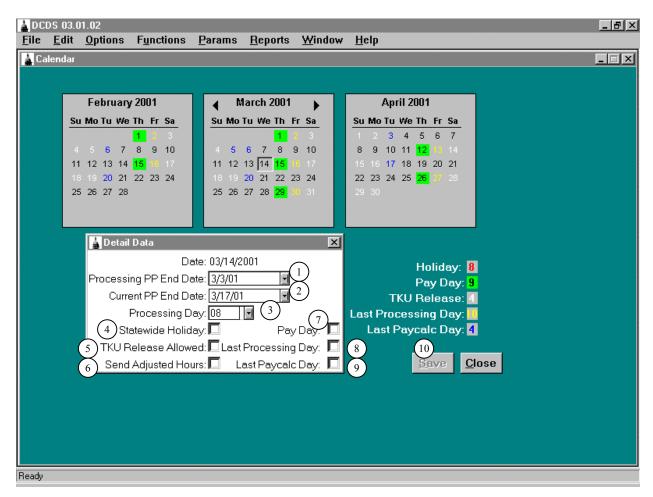|	
Purpose	This section provides the procedures for a central control agency to update various dates applicable to payroll processing (i.e., pay period dates, pay dates, processing dates, holidays etc.). **This window is inquiry only for non-control agencies**.
Window Name	Calendar
Reminders	**1.** The Calendar window is accessed through the P̲arams, S̲ystem Tables, E̲ - Calendar items on the menu bar. **2.** The Calendar window initially displays the following message, if the user has update capabilities: Click Yes to update records or click No to inquire only. Only a central control agency may update the calendar. A Detail Data window is displayed with current dates. **3.** Once the calendars are displayed, a user may double click on a date and the Detail Data window will display the specific dates and action associated with that date. A user may also view previous or later months by clicking on the arrows next to the month.

Calendar

Reminders *(Continued)*	**4.** Three months are displayed at one time. The dates are colored to indicate the following: ■ Holidays (red) ■ Pay Days (green) ■ TKU Release (white) ■ Last Pocessing Day (yellow) ■ Last Paycalc Day (blue)
References	*No specific references*

Calendar

The following window is displayed when Params, System Tables, E - Calendar is selected from the Menu bar and no selection was entered. The steps are described on the following page.

DCDS Input Procedures
Calendar
Detail Data Window

Follow the steps below to update the calendar.

Step	Field Name	Action
1	Processing PP End Date	Select the Processing Pay Period End Date from the dropdown list or enter the appropriate date.
2	Current PP End Date	Select the Current Pay Period End Date from the dropdown list or enter the appropriate date.
3	Processing Day	Select the applicable Processing Day (00-10).
4	Statewide Holiday	Click on the date, within a month, of a holiday, then click on the Statewide Holiday box. The date will then be displayed in red.
5	TKU Release Allowed	Click on the date, within a month, a TKU may be released, then click on the TKU Release Allowed. The date will then be displayed in white.
6	Send Adjusted Hours	Click on the date, within a month, adjustments may be sent for processing, then click on the Send Adjusted Hours box.
7	Pay Day	Click on the date, within a month, when a payday will occur, then click on the Pay Day box. The date will then be displayed in green.
8	Last Processing Day	Click on the date, within a month, to indicate the last day of processing, then click on the Last Processing Day box. The date will then be displayed in yellow.
9	Last Paycalc Day	Click on the date, within a month, to indicate the last day of the payroll calculation process, then click on the Last Paycalc Day box. The date will then be displayed in blue.
10	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save the Calendar changes.